

Fettes College Preparatory School

GRADUATE ASSISTANTS (x2) (September 2026 to June 2027)

Responsible to: Headmaster

Line Manager: Deputy Head

THE ROLE

This role is designed to provide a recent graduate with the opportunity to gain experience of working and living in a prep/boarding school environment. Graduate Assistants shadow the teaching responsibilities of chosen teachers, giving exposure across the curriculum and in areas of subject specialism where relevant. The opportunity to observe lessons in the Senior School will be made available where appropriate. This post would suit applicants considering teaching as a career. This role would particularly suit those with expertise in music and/or sport.

Administrative Role

- To assist the Deputy Head in the day-to-day running of the school across a variety of areas. This will include supervising some of the “sign outs” at 1600, 1700 and 1800 each day, and 1900 two days per week.
- To assist the Prep School Secretary in her administrative role when requested, providing cover at Reception when required.
- To assist the Director of Studies in the administration of examinations and Standardised Testing.

Games Coaching

Graduate Assistants will be expected to assist with games in all three terms for three afternoons a week.

Weekend and Evening Activities

- Graduate Assistants will be expected to be on duty on alternate weekends and to assist or lead an evening activity (Tuesdays and Thursdays) at least once a week.
- Graduate Assistants are expected to play a role in the extra-curricular provision.
- Graduate Assistants are expected to assist with set up at the start of the day and lock up at the end of the day.

Breaktime and Lunchtime Duties

- Graduate Assistants will be expected to play a full part in the supervision of children at breaktime and lunch time and changing room duties. This will include breakfast duty once a week (7-7.45 am).

BENEFITS

Accommodation may be provided throughout the year, and meals will be provided in the dining hall during term time (when on duty), both free of charge. A Graduate Assistant will receive a salary of £1414 per month (to be reviewed on 1st September 2026) for working around 30 hours per week, although the opportunity to observe in classes and get involved on a voluntary basis is available to enhance the learning experience. The role is term time only and statutory holidays will be given and must be taken during school holidays.

Graduate Assistants may be asked to take on further responsibilities deemed appropriate by the Headmaster.

In addition to being part of a great team you will be entitled to a range of benefits that include:

- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Death in service cover.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Non-Teaching Staff Pension Scheme after 3 months' service.
- Access to our benefits portal, 4me, offering discounted healthcare, additional life cover, shopping discounts, etc.

APPLICATION PROCESS

To apply, please follow the link on our website: <https://www.fettes.com/about-us/vacancies>

If you would like further information prior to applying for this role, please contact Mrs Rebekah Dallas on 0131 311 6950.

We are open to applications from candidates with any specialist subject, or a combination of subject, however, of particular relevance are music and sport.

An offer of employment will be subject to two satisfactory references being obtained from your referees and a clean report being obtained on you from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

Graduate Assistants will be expected to undertake a full programme of Child Protection training.

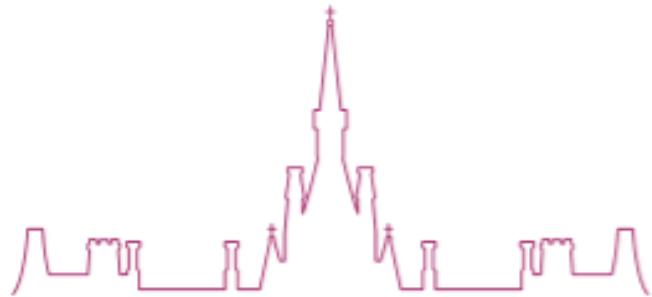
The closing date for applications is 11th February 2026 with interviews taking place week commencing 23rd February 2026.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College or have any questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic)) at A.Chakravarty@fettes.com.



About Fettes

The school stands on a magnificent 100-acre site within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7, and a Pre-Prep from the age of 5. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and around 300 dedicated staff.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our
vision – and how it shapes
and informs our future –
at Fettes.com/vision*

